

FOCUS File Naming Convention

General Convention:

<date>_<event>_<photographer's name>_<file>

Separate sections with underscore

<date> - use this format: YYYYMMDD (i.e. 160511) for May 11, 2016

<event> - organization, event, location/site, service time, as applicable. Use enough sub-sections to describe and differentiate, go general to specific, talk with project leader for specific conventions if unsure.

Use 2 to 4 letters for each sub-part of event (usually)
No need to include organization for Crossroads events

Examples:

Baptism at Mason, may 7, 2016, Saturday 4:30 service: *<bap_mas_430>*
Step forward (a City Gospel Mission group): *<cgm_sf>*

<photographer's name> - put your first and last name here, no space or hyphen

Full Examples:

160507_bap_mas_1630_johnholm_img1234.jpg

160510_cgm_sf_johnholm_img1234.jpg

Organizations and Sites (add as necessary)

Organization	Abbreviation
Crossroads (not usually needed for crossroads events)	Crds
City Gospel Mission	Cgm
CityLink	Cl
Kids Club	Kc
Whiz Kids	Wiz
Sites	Abbreviation
Oakley	oak
Mason	mas
West Side	west
East Side	east
Florence	flo
Uptown	uptn
Oxford	ox

Events

Event (Organization if not crds)	Abbreviation
Baptism	bap
Go Cincinnati	gocincy
Go India	goindia
Go South Africa	gosa
Go Nola	gonola
Go Nicaragua	gonic
Awaited rehearsal	Await_reh
Awaited Head Shots	Await_hs
Awaited Show	Await_show
Thanksgiving food drive	tfd
Step Forward (city gospel mission)	sf